



NSLP SEAMLESS SUMMER OPTION PROGRAM REQUIREMENTS

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South Dakota Department of Education
Child and Adult Nutrition Services
March, 2016

This Institution is an Equal Opportunity Provider.

SSO Overview

- SSO Provides meals during summer months
- Combines features of National School Lunch Program (NSLP)/School Breakfast Program (SBP)
- NSLP/SBP rules apply
- USDA Policy Memo SP 37-2015

Why Use SSO?

- Personnel are familiar with NSLP/SBP
 - Meal Pattern
 - Meal Service
 - Claim Forms
 - USDA Foods



Why Use SSO? cont.

- ⦿ Generally claim all children free
- ⦿ Shorter application
 - Must be approved before operation can be reimbursed
- ⦿ One monitoring visit per site during the summer



Eligible Schools/Agencies

- School or Agency must already participate in NSLP or SBP
 - A site may be a non-school site
- Meals must be open and available to children from the community
 - Sites that only serve summer school should use NSLP/SBP Extension

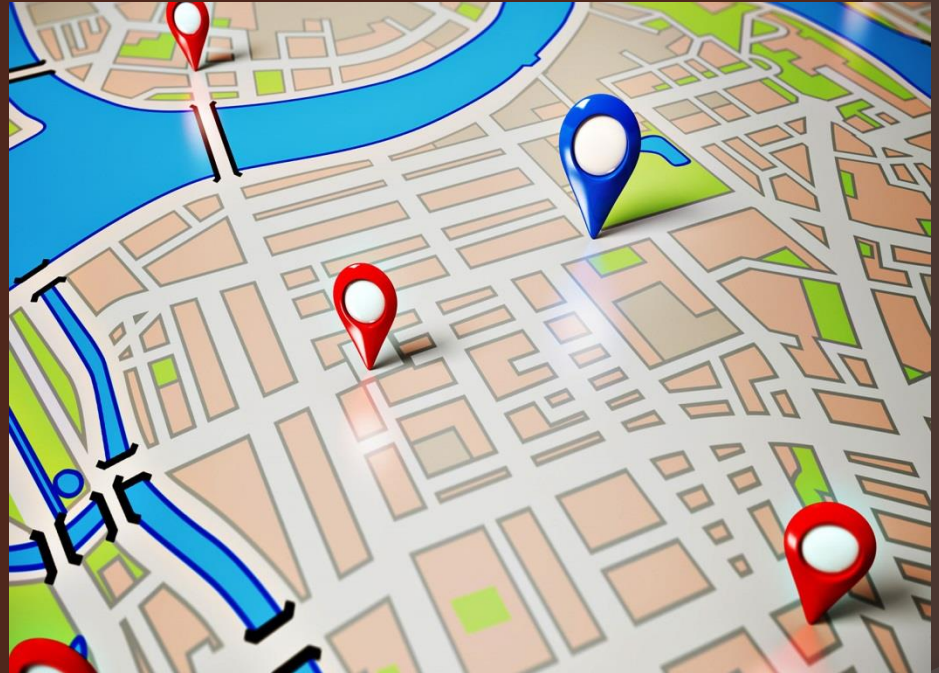


Eligible Participants

- Children in low-income areas 18 years or younger
- A person 19 years or older that meets the state definition of having a physical or mental disability
- Any child may eat at open sites
 - From the community, surrounding area, visiting the community
 - Children from day care centers may eat but the center cannot also claim reimbursement for the meals

Site Types

- ⦿ Area Eligible
 - Open
 - Restricted Open
- ⦿ Enrolled
 - Closed Enrolled
 - Camps
 - Migrant



Site Eligibility – Area Eligible

- Must prove eligibility by:

Area Eligible OR	Census Data
At least 50% of children enrolled at the site are approved for free/reduced price school meals.	Must use the most recent data available.
Site is located within the geographical boundaries of a school where at least 50% of children are approved for free/reduced price school meals.	50% or more of children in a Census Block Group (CBG) or Census Tract must be eligible for free/reduced price school meals.
Eligibility is current for 5 years.	Eligibility is current for 5 years.

Area Eligible – Open



- Serves all children through age 18 at a site within the geographical boundaries of the attendance area of a school where at least 50% of the children are certified eligible for free or reduced price school meals
- Meals are reimbursed at the NSLP/SBP free rates for all attending children

Area Eligible – Restricted Open

- Serves children through age 18 on a first-come, first-serve at a site within the geographical boundaries of the attendance area of a school where at least 50% of the children are certified eligible for free or reduced price school meals
- Attendance is limited for reasons of security, safety, or control
- Meals are reimbursed at the NSLP/SBP free rates for all attending children

Enrolled – Closed Enrolled

- ⦿ Serves only an identified group of children through age 18 participating in a specific program or activity
- ⦿ Meals are reimbursed for all children in attendance at the NSLP/SBP rates when:
 - At least 50% of the children enrolled are approved for free or reduced priced meals
 - Site is located within the geographical boundaries of a school attendance area with at least 50% of its children approved for free or reduced price meals

Enrolled – Camp

- Residential or non-residential (day camp)
- Offer regularly scheduled food service
- Eligibility established for each enrolled child



Enrolled – Migrant

- Primarily serves children of migrant families through age 18
 - Certified by a migrant coordinator
- Meals are reimbursed at the NSLP/SBP free rates
- Site eligibility based on information from migrant organizations and subject to annual redetermination

Mobile Feeding Sites

- USDA Policy Memo SP 02-2014: Mobile Feeding Options in Summer Feeding Programs
 - Outlines School/Agency and Site requirements
 - Outlines use of program funds
 - Inclement weather plan



Excessive Heat Demo

- Demonstration Project for Non-Congregate Feeding for Outdoor Summer Meal Sites Experiencing Excessive Heat
- Applies to outdoor sites
- Prior approval required
- USDA Memo SP 14-2015



Meal Types



- ⦿ Breakfast
 - Must be served in the morning hours
- ⦿ Lunch
 - Must be offered between 10am and 2pm
- ⦿ Snack
 - Must be evenly spaced between other meals
- ⦿ Supper
 - Must start before 7pm and end by 8pm
- ⦿ All meals must be eaten on-site

Meal Options – Open or Closed Enrolled

- Serve one meal or any combination of two meals per day except lunch and supper
- Use the NSLP/SBP meal pattern guidelines and rules
- Second meals are not reimbursable



Meal Options – Camp or Migrant

- Serve one, two or any combination of three meals per day
- Use the NSLP/SBP meal patterns
- Follow the NSLP/SBP rules



DAILY MEAL COUNT FORM

Site Name: _____ Meal Type (circle) : B L SN SU

Address: _____ Telephone: _____

Supervisor's Name: _____ Delivery Time: _____ Date: _____

Meals received/prepared _____ + Meals available from previous day _____ = _____ (Total meals available) [1]

First Meals Served to Children (cross off number as each child receives a meal):

1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		
21	22	23	24	25	26	27	28	29	30	31	32	33	34	35	36	37	38	39	40		
41	42	43	44	45	46	47	48	49	50	51	52	53	54	55	56	57	58	59	60		
61	62	63	64	65	66	67	68	69	70	71	72	73	74	75	76	77	78	79	80		
81	82	83	84	85	86	87	88	89	90	91	92	93	94	95	96	97	98	99	100		
101	102	103	104	105	106	107	108	109	110	111	112	113	114	115	116	117	118	119	120		
121	122	123	124	125	126	127	128	129	130	131	132	133	134	135	136	137	138	139	140		
141	142	143	144	145	146	147	148	149	150											Total First Meals +	[2]

Second meals served to children:

1	2	3	4	5	6	7	8	9	10											Total Second Meals +	[3]
---	---	---	---	---	---	---	---	---	----	--	--	--	--	--	--	--	--	--	--	-----------------------------	-----

Meals served to Program adults:

1	2	3	4	5	6	7	8	9	10											Total Program Adult Meals +	[4]
---	---	---	---	---	---	---	---	---	----	--	--	--	--	--	--	--	--	--	--	------------------------------------	-----

Meals served to non-Program adults:

1	2	3	4	5	6	7	8	9	10											Total non-Program Adult Meals +	[5]
---	---	---	---	---	---	---	---	---	----	--	--	--	--	--	--	--	--	--	--	--	-----

																				TOTAL MEALS SERVED =	[6]
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----------------------------	-----

																				Total damaged/incomplete/other non-reimbursable meals +	[7]
--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	-----

Meal Pattern Guidance

- Must follow meal pattern guidance for NSLP/SBP/AS just like during the school year
- Reference CANS NSLP website:
<http://doe.sd.gov/cans/nslp.aspx>



DAILY LUNCH MENU PRODUCTION RECORD SCHOOL YEAR _____

DATE: _____

School Dist: _____

Site Name: _____

Offer Versus Serve: Yes: _____ No: _____

OVS Grades: _____

Purchased A la Carte? Yes: _____ No: _____

Free Seconds? Yes: _____ No: _____

Meal Counts

	Planned	Actual
K-8:		
9-12:		
Adults:		
Total:		

Serving Size

K-8 9-12

Lunch Menu

A	B	C	D	E	F	G	H	I	J			
Menu Item (ground beef, canned corn) Recipe Name & # Spaghetti (DSS) Product Name & Code# (Brand Name 1234)	Food Temperature	Grades: K-8		Grades: 9-12		Planned Seconds (By Grade Groups)		A la Carte, Adults		Total Planned Servings (slices, cups, etc.)	Total Units Prepared (lbs, #10 Cans, # Recipes, etc.)	Amount Added (+) or Left Over (-)
		Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings	Serving Size	Planned Servings			
Meat/Meat Alternate												
Grains/Bread												
Fruits												
<input type="checkbox"/> See Food Bar Form												
Vegetables												
<input type="checkbox"/> See Food Bar Form												
2 Milk Choices: 1% unflavored, skim flavored, skim unflavored												
Other Foods (Condiments, etc.)												
<input type="checkbox"/> See Food Bar Form												

Menu Planning – Breakfast

- Same meal pattern as SBP during the school year
- Should follow age/grade group requirements
- Can use single (K-12) age/grade group menu
- USDA Memo SP 10-2012



Menu Planning – Lunch

- Same meal pattern as NSLP during the school year
- Should follow age/grade group requirements
- Open and Open Restricted sites can use single (K-8 or 9-12) age/grade group menu
- Addendum must be completed to use single age/grade group menu
- USDA Memo SP 10-2012



Menu Planning – Snack

- ⦿ Serve 2 food items from any of 5 components
 - Meat/meat alternate
 - Bread/grain
 - Fruit
 - Vegetable
 - Milk
- ⦿ Use the same production record as Breakfast/After School Snack



Milk

- ⦿ Allowable pasteurized, fluid milk options:
 - Fat-free (unflavored or flavored)
 - Low-fat (unflavored only)
 - Lactose-reduced or lactose-free (fat-free or low-fat)
- ⦿ Must offer at least **two** choices



Production Records - Flexibility

- For Open or Open Restricted sites:
 - Breakfast – may use K-12
 - Lunch – may use K-8 only or 9-12 only, depending on population attending
 - Must complete an addendum with justification
 - Addendum found in iCAN/Download Forms/SSO
- Closed Enrolled or Camps must use age/grade groups applicable



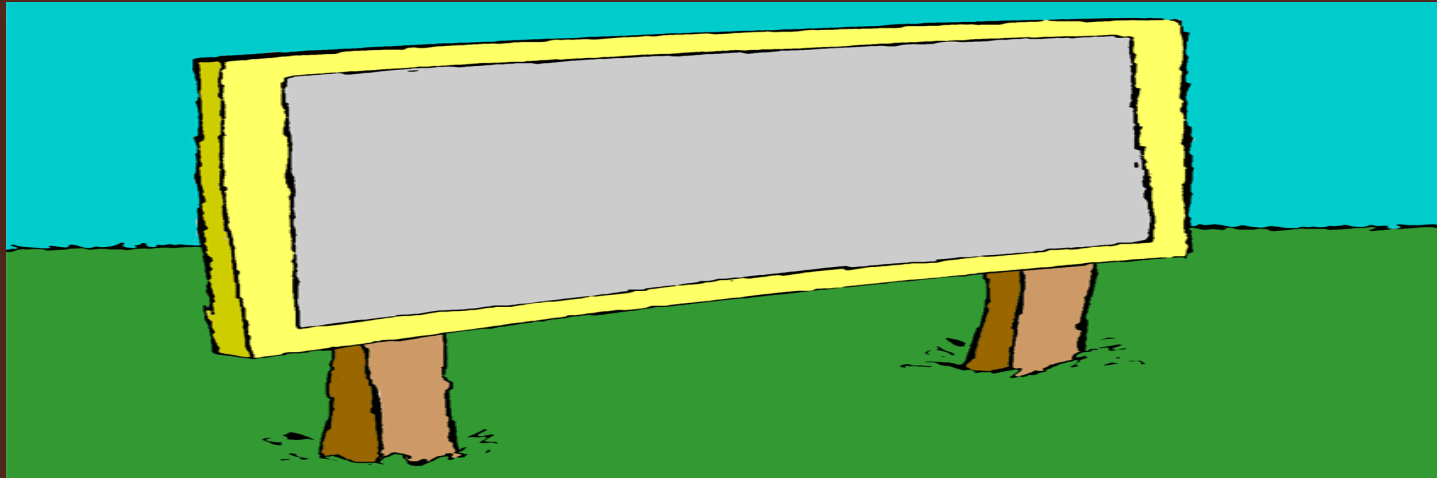
Offer vs. Serve

- Allowed, but not required
- Must ensure that site staff are trained on OVS to ensure reimbursable meals
- Full meal must be offered to every child
- Children must take at least 3 components
 - One must be at least $\frac{1}{2}$ cup fruit or vegetable
 - Two must be full serving size
- USDA Memo SP 57-2014



Signs for Age/Grade Groups

- Instructions for students in specific age/grade groups indicating which meals and/or components to select
- Especially if Offer vs. Serve



Adult Meal Guidance

- All children must be fed first
- Income from the sale of adult meals or nonprogram funds used to pay for adult meals must be documented as income to the program to offset documented costs
- Meals served to children, program adults, nonprogram adults must be counted and recorded separately on the daily meal count form
- USDA Policy Memo SP 13-2015 and CANS Memo #56

Off-Site Meals (Field Trips)

- Field trip meals do not need to be preapproved by CANS
- Production Records must be completed if claiming meals for reimbursement
- Same as NSLP/SBP rules
- Must keep original site open



Onsite Monitoring

- At least once during program operation
- Recommended during first three weeks
- Planned date submitted with application
- Form can be found on NSLP/SBP website under SSO heading
 - <http://doe.sd.gov/cans/nslp.aspx>



Onsite Monitoring

- Menu Planning
- Meal Counts/Claiming
 - (Point of Service)
- Meal Service Procedures
- Production Records
- Record Keeping
- Civil Rights
- Sanitation/Food Safety
 - SOP's and HACCP plans up to date and signed
- Claiming



Reimbursement

- Free NSLP/SBP rates apply
- Submit claims in iCAN, same as NSLP/SBP
- Cannot combine claim months
- Claims due by the 10th of the month following operation



Recordkeeping

- Program application
- Copy all advertising
- Menus
- Production records
- SOPs & temp logs
- Meal counts
- Claim
- One monitoring visit

Timeframe

- Due in iCAN by March 31
- Clippings/letterhead
- Monthly plans
- Complete daily
- Signed-log daily
- Point of service
- Submit claim monthly
- During first 3 weeks



Program Reviews

- Reviews completed on sites with an Administrative Review during the immediate previous school year
- NSLP/SBP regulations
- Reviews completed on new sites
- Reviews completed on any sites receiving a complaint
- Conducted by SD Department of Public Safety Inspectors

Policies Related to SSO

- SP 37-2015 SSO Q&A
- SP 14-2015 Excessive Heat Demo
- SP 04-2014 Promoting Nutrition in Summer Meals
- SP 02-2014 Mobile Feeding Options
- SP 29-2011 Milk Requirements
- SP 28-2011 Water Requirements
- <http://www.fns.usda.gov/nslp/policy>



NSLP SEAMLESS SUMMER OPTION APPLICATION PROCESS

Beth Henrichsen
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Child and Adult Nutrition Services
March, 2016

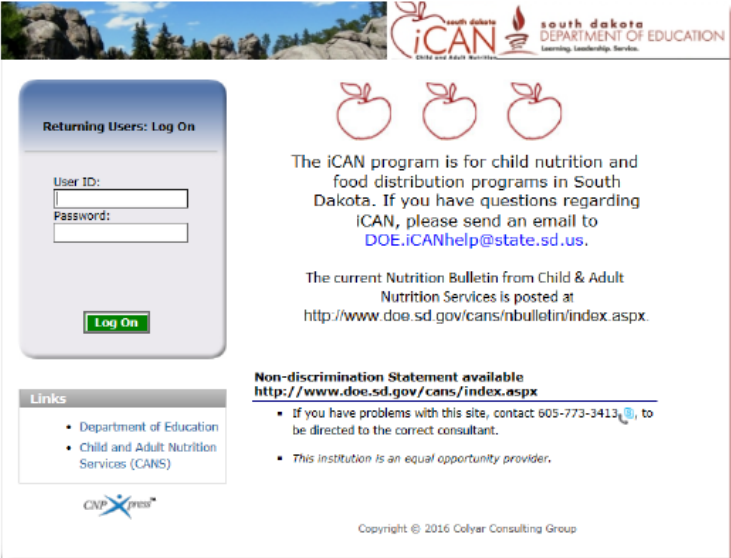
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SSO iCAN User Manual

- The SSO iCAN User Manual will walk you step-by-step through the SSO application process
- The manual is located on the CANS/NSLP website: <http://doe.sd.gov/cans/nslp.aspx> under the SSO section heading

School Nutrition Programs SEAMLESS SUMMER OPTION (SSO)

Website <https://ican.sd.gov/ican/splash.aspx>

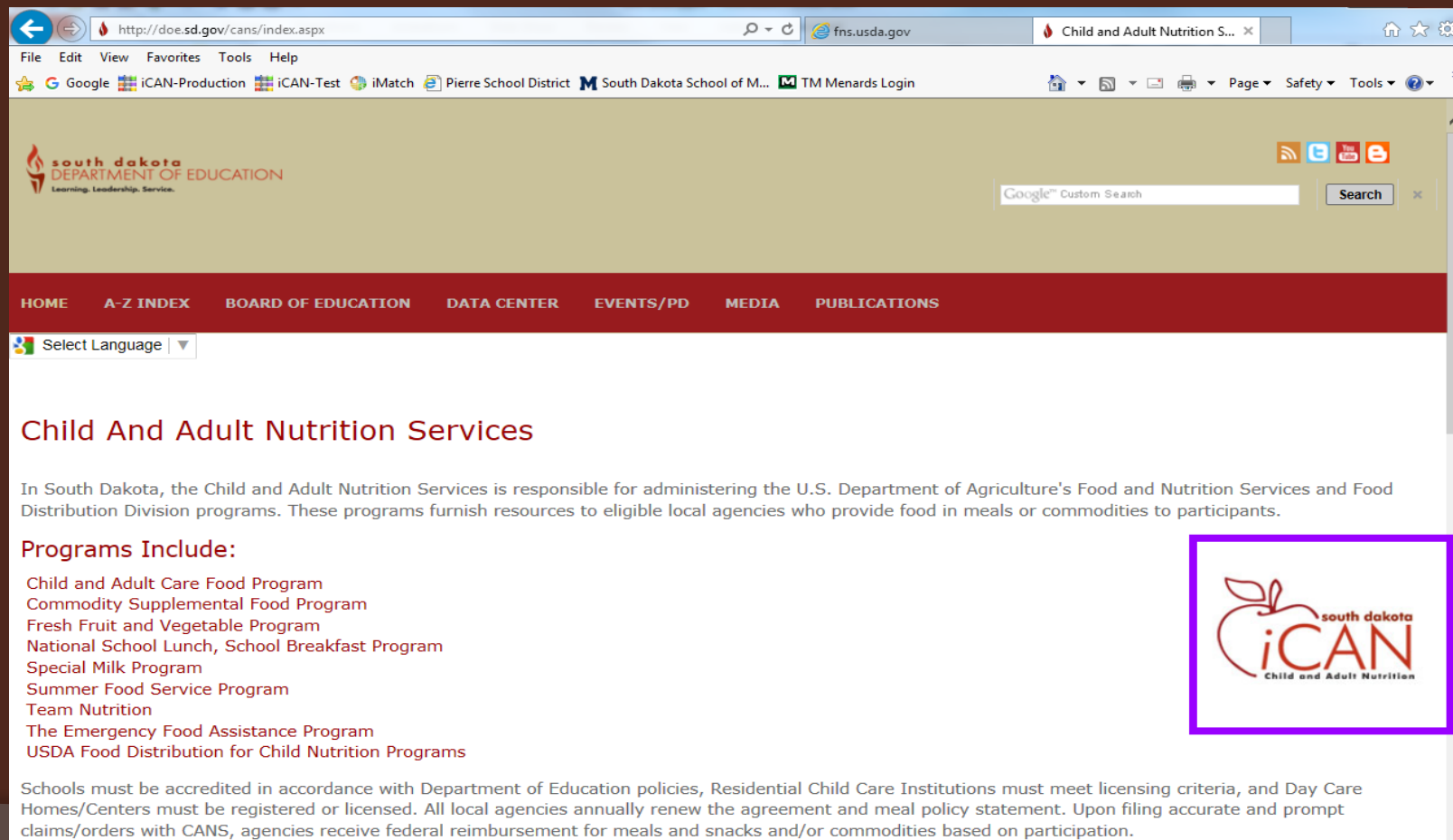


The screenshot shows the splash page for the SSO iCAN program. At the top, it says 'School Nutrition Programs SEAMLESS SUMMER OPTION (SSO)' and provides the website URL 'https://ican.sd.gov/ican/splash.aspx'. Below this is a banner image with the iCAN logo and the South Dakota Department of Education logo. The main content area is divided into two columns. The left column contains a 'Returning Users: Log On' form with fields for 'User ID' and 'Password', and a 'Log On' button. Below the form is a 'Links' section with two links: 'Department of Education' and 'Child and Adult Nutrition Services (CANS)'. The right column contains three apple icons, a paragraph about the iCAN program, an email address 'DOE.iCANhelp@state.sd.us', a link to the current Nutrition Bulletin, and a 'Non-discrimination Statement available' link. At the bottom, there is a copyright notice for 2016 Colyar Consulting Group and a date 'Updated: February, 2016'.

Updated: February, 2016

SSO Application in iCAN – icon

● <http://doe.sd.gov/cans/index.aspx>



The screenshot shows a web browser window with the URL <http://doe.sd.gov/cans/index.aspx>. The browser's address bar also shows <http://doe.sd.gov/cans/index.aspx>. The browser's toolbar includes a search bar with the text "fns.usda.gov" and a "Child and Adult Nutrition S..." tab. The browser's menu bar includes "File", "Edit", "View", "Favorites", "Tools", and "Help". The browser's status bar includes "Google", "iCAN-Production", "iCAN-Test", "iMatch", "Pierre School District", "South Dakota School of M...", and "TM Menards Login".

The website header features the South Dakota Department of Education logo on the left, which includes the text "south dakota DEPARTMENT OF EDUCATION" and "Learning. Leadership. Service." Below the logo is a "Google Custom Search" bar with a "Search" button. To the right of the logo are social media icons for RSS, Twitter, YouTube, and Facebook.

The website's main navigation bar is red and contains the following links: "HOME", "A-Z INDEX", "BOARD OF EDUCATION", "DATA CENTER", "EVENTS/PD", "MEDIA", and "PUBLICATIONS". Below the navigation bar is a "Select Language" dropdown menu.


Child And Adult Nutrition Services

In South Dakota, the Child and Adult Nutrition Services is responsible for administering the U.S. Department of Agriculture's Food and Nutrition Services and Food Distribution Division programs. These programs furnish resources to eligible local agencies who provide food in meals or commodities to participants.

Programs Include:



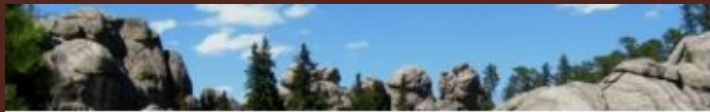
- Child and Adult Care Food Program
- Commodity Supplemental Food Program
- Fresh Fruit and Vegetable Program
- National School Lunch, School Breakfast Program
- Special Milk Program
- Summer Food Service Program
- Team Nutrition
- The Emergency Food Assistance Program
- USDA Food Distribution for Child Nutrition Programs

Schools must be accredited in accordance with Department of Education policies, Residential Child Care Institutions must meet licensing criteria, and Day Care Homes/Centers must be registered or licensed. All local agencies annually renew the agreement and meal policy statement. Upon filing accurate and prompt claims/orders with CANS, agencies receive federal reimbursement for meals and snacks and/or commodities based on participation.



The iCAN logo is a red graphic of an apple with a leaf, with the text "south dakota iCAN" and "Child and Adult Nutrition" below it. The logo is enclosed in a purple rectangular border.

SSO Application – Log On Screen



Returning Users: Log On


User ID:


Password:

Log On

Links

- [Department of Education](#)
- [Child and Adult Nutrition Services \(CANS\)](#)





The iCAN program is for child nutrition and food distribution programs in South Dakota. If you have questions regarding iCAN, please send an email to DOE.iCANhelp@state.sd.us.

The current Nutrition Bulletin from Child & Adult Nutrition Services is posted at <http://www.doe.sd.gov/cans/nbulletin/index.aspx>.

Non-discrimination Statement available
<http://www.doe.sd.gov/cans/index.aspx>


- If you have problems with this site, contact 605-773-3413, to be directed to the correct consultant.
- *This institution is an equal opportunity provider.*

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SSO Application


- Make sure to select school year **2015-2016** application packet

School Nutrition Programs




south dakota
DEPARTMENT OF EDUCATION
Learning. Leadership. Service.

Applications | Claims | Reports | Security | Search

 Programs | Year | Help | Log Out

Applications >

Select School Year



Currently, there are 3 School Year(s) available. Select the year you wish to access.

School Year	Date Range	Application Packet
2015 - 2016	07/01/2015 - 06/30/2016	Application Packet on File
2014 - 2015	07/01/2014 - 06/30/2015	Application Packet on File
2013 - 2014	07/01/2013 - 06/30/2014	Application Packet on File

< Back

SSO Application

- Click on ***Seamless Summer Option*** on the Application Packet Screen
 - Again, make sure this is the 2015-2016 Application Packet

The screenshot shows the 'School Nutrition Programs' web application. The header includes the title and the South Dakota Department of Education logo. A navigation bar contains links for Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. The breadcrumb trail indicates 'Applications > Application Packet >'. The current school year is set to '2015 - 2016'. The main section is titled '2015 - 2016 Application Packet' and contains a table with application status data. The 'Seamless Summer Option' row is highlighted with a red border. Below the table are buttons for '< Back' and 'Submit for Approval', and a link for 'Show Packet History'.

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	6	0	0	0	0	0	6
Seamless Summer Option	0	0	0	0	0	0	0

< Back Submit for Approval

[Show Packet History](#)

SSO Application

Click on Add Site Application

School Nutrition Programs



south dakota
DEPARTMENT OF EDUCATION
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Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SSO > School Year: 2015 - 2016

2015 - 2016 Seamless Summer Option Site List

4500400 Status: Active
BRITTON-HECLA SCHOOL DISTRICT 45-4
1 Britton Hecla Ln
Britton Hecla, SD 57501

Action	Site ID / Site Name	AM		PM		Version/ Status
		BRK	SNK	LUN	SNK SPR	
No Sites enrolled in this year.						
Add Site Application						

< Back

SSO Application

- Click on the site you want to add as an SSO site
- If you have more than one SSO site, you will repeat this step

The screenshot displays the 'School Nutrition Programs' web application interface. The header includes the title 'School Nutrition Programs' and the South Dakota Department of Education logo. A navigation bar contains links for Applications, Claims, Reports, Security, Search, Programs, Year, Help, and Log Out. The breadcrumb trail shows 'Applications > Application Packet > Packet Site List - SSO >'. The school year is set to '2015 - 2016'.

2015 - 2016 SSO Available Site(s)

Site	Site Status
0004 - ELEM SCH	Active
0006 - HIGH SCH	Active
0005 -	Active
Add New Site	

< Back

SSO Application

- Complete the Site Supervisor section
- Complete the Street Address section-this may prefill, please ensure it is correct

School Nutrition Programs

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SSO >

School Year: 2015 - 2016

VIEW | MODIFY | DELETE

SSO Site Application
For School Year: 2015 - 2016

4500400 Status: Active 0004 Status: Active

Version: Original

Site Supervisor

1. Name: Salutation First Name Last Name

2. Email Address:

3. Phone: Ext: Fax:

4. Title:

Street Address

5. Address Line 1: 416320 109TH ST

6. Address Line 2:

7. City:

8. State: SD Zip: 57430-0000

9. County: McPherson (45)

Site Eligibility

Years of Eligibility: pending approval

SSO Application

● Complete the Site Eligibility section (site type) and associated questions

- Open
- Restricted Open
- Closed Enrolled
- Migrant
- Camp

Site Eligibility

Years of Eligibility: *pending approval*

10. Indicate the type of site.

☐ Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community.

☐ Restricted Open (1-2 Meals) Located in an eligible area and open to all children through age 18 in the community, which the sponsor restricts or limits attendance for reasons of security, safety or control.

Why is attendance limited/restricted due to security, safety or control?

☐ Closed Enrolled (1-2 Meals) Located in an eligible area (enrichment only) or non-eligible area that is limited to a group of enrolled children through age 18, of which at least 50% must be eligible for free or reduced price meals. Sponsor must provide explanation of how it was determined that at least 50% of the enrolled children in a non-eligible area qualified for free and reduced price meals.

Why sponsoring a closed site?

Complete the following if Open, Restricted Open, or Closed Enrolled is selected:

Qualified by:

☐ % Free and Reduced approved, school data.

Select the Qualifying Site for the Seamless Summer Option:

Eligible Sponsor Agreement Number:

Eligible Site ID:

% F/R Eligible for School Meals:

Qualifying Month/Year (mm/yyyy): /

☐ Census data

Census Tract No.

Block Group No.

☐ Income eligibility forms are:

☐ Collected

☐ On File

☐ SFA Listing

Projected number of children enrolled

Projected number of children eligible for free/reduced price meals

☐ Other:

Explain:

☐ Migrant (1-3 Meals)

☐ Camp (1-3 Meals)

☐ Residential

☐ Non-residential (day camp)

If 'Non-residential' is selected, provide a brief description of the organized program.

Why sponsoring a camp?

Source of documentation for individual children's eligibility:

☐ Regular School Year Eligibility (SFA Listing)

☐ Application Submitted to Camp Site

☐ Combination of both (Regular School Year Eligibility and Application Submitted to Camp Site)

Projected number of children enrolled

Projected number of children eligible for free/reduced price meals

☐ Select to provide assurance camp will only claim reimbursement for children eligible for free or reduce price meals.

Period of Operation

SSO Application

- Complete Period of Operation
 - Dates
 - Months
- Complete Meal Participation
 - Meal Types
 - Times
 - Days
 - OVS?

Period of Operation

11. Is the Site located in an area where the school operates on a year-round calendar? ☐ Yes ☐ No

12. Summer Operational Dates: Start Date: End Date:

13. Enter the number of days the Site will operate each month:

OCT 2015	NOV 2015	DEC 2015	JAN 2016	FEB 2016	MAR 2016	APR 2016	MAY 2016	JUN 2016	JUL 2016	AUG 2016	SEP 2016
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>

14. Field Trip Dates:

Meal Participation

15. Check the meal type and service information:

Type of Meals to be Served	Estimated Number to be Served	Time Meal Service Begins	Time Meal Service Ends	OVS
<input type="checkbox"/> Breakfast	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> AM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> Lunch	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> PM Snack	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				
<input type="checkbox"/> Supper	<input type="text"/>	<input type="text"/> :00	<input type="text"/> :00	<input type="checkbox"/>
Days served: <input type="checkbox"/> Mon-Fri <input type="checkbox"/> Mon <input type="checkbox"/> Tue <input type="checkbox"/> Wed <input type="checkbox"/> Thu <input type="checkbox"/> Fri <input type="checkbox"/> Sat <input type="checkbox"/> Sun				

Meal Planning and Service

16. Indicate the menu planning option that will be used:

SSO Application

- Complete Meal Planning and Service section
 - Menu Planning
 - Vended meals?
 - POS
 - Mobile?
 - Outdoor?

Days served: ☐ Mon-Fri ☐ Mon ☐ Tue ☐ Wed ☐ Thu ☐ Fri ☐ Sat ☐ Sun

Meal Planning and Service

16. Indicate the menu planning option that will be used:

- ☐ SBP/Snack Grades K-5, 6-8, and 9-12
- ☐ SBP/Snack Grades K-8 and 9-12
- ☐ SBP/Snack Grades K12
- ☐ NSLP Grades K-5, 6-8, and 9-12
- ☐ NSLP Grades K-8 and 9-12
- ☐ NSLP Grades K-8 waiver
- ☐ NSLP Grades 9-12 waiver
- ☐ Snack K12 (2 components and serving size appropriate to age/grade group 9-12)
- ☐ CACFP Under Age 6

17. Meal Service:

Are any meals vended? ☐ Yes ☐ No

Name of Vendor:

Are meals prepared on this site? ☐ Yes ☐ No

Are meals transported to this site? ☐ Yes ☐ No

Transported From:

18. How many Points of Service?

19. Is this site a non-congregate site on excessive heat days? ☐ Yes ☐ No

20. Is this a mobile feeding site? ☐ Yes ☐ No

21. Is this an outdoor site? ☐ Yes ☐ No

Advertising

22. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use.

SSO Application

- Complete the Advertising section
 - How did you advertise?
- Complete the Organization Liaison section, if applicable

Advertising

22. Indicate below the date that outreach will be conducted and identify the advertisement methods you plan to use.

Advertisement Date(s):

<input type="checkbox"/> Newspaper announcement/press release	<input type="checkbox"/> TV/Radio	<input type="checkbox"/> Social Media/Texting
<input type="checkbox"/> Flyers - neighborhood	<input type="checkbox"/> Flyers - school	<input type="checkbox"/> Posters and signs
<input type="checkbox"/> Sponsor website	<input type="checkbox"/> School newspaper	
<input type="checkbox"/> Other <input type="text"/>		

Organization Liaison

23. If Sponsor is not providing site personnel, please provide the name of the organization and title of the person responsible for communication between the Sponsor and the organization:

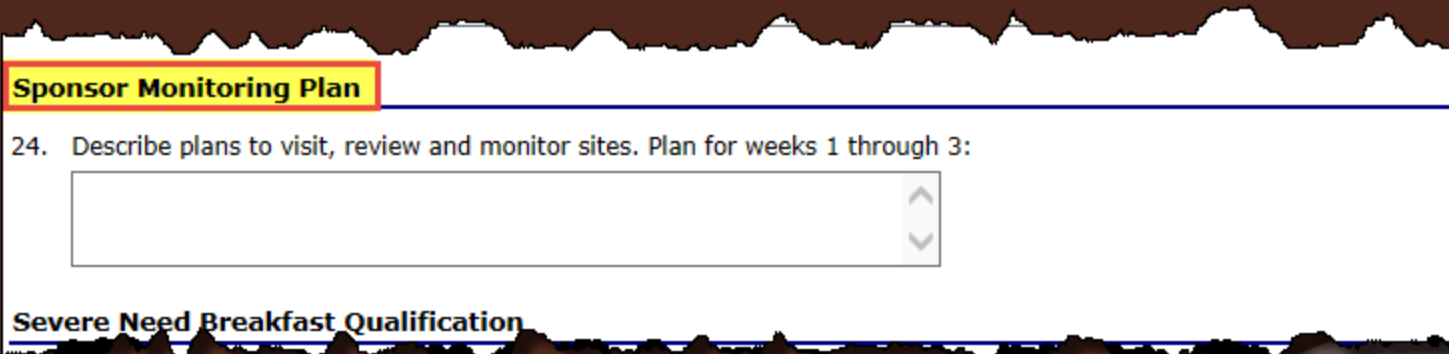
Organization:	Person Responsible:
<input type="text"/>	<input type="text"/>

Sponsor Monitoring Plan

24. Describe below the methods you will use to monitor the effectiveness of the program. (1 thru 10)

SSO Application

- Complete the Sponsor Monitoring Plan
 - When will onsite monitoring occur?
 - Sites should be monitored between weeks 1 and 3 of the program



The image shows a screenshot of a web form titled "Sponsor Monitoring Plan" in a yellow box. Below the title, question 24 asks: "Describe plans to visit, review and monitor sites. Plan for weeks 1 through 3:". There is a large text input area with a vertical scrollbar on the right. At the bottom of the form, the text "Severe Need Breakfast Qualification" is visible.

Sponsor Monitoring Plan

24. Describe plans to visit, review and monitor sites. Plan for weeks 1 through 3:

Severe Need Breakfast Qualification

SSO Application

- Complete the Severe Need Breakfast Qualification section

Severe Need Breakfast Qualification

25. Severe Need Breakfast Eligibility based on Qualifying School

Total Free Lunches	Total Reduced Price Lunches	Total Paid Lunches	Total Lunches	Free & Reduced %
<input type="text" value="0"/>	<input type="text" value="0"/>	<input type="text" value="0"/>	0	0%

Certification

SSO Application

- Click the box in the Certification section
- Click Save

Certification

☒ I hereby certify that neither the Sponsor nor its principals/authorized representatives is presently debarred, suspended, proposed for debarment, declared ineligible, disqualified, or voluntarily excluded from participation in this transaction by any Federal/State department or agency.

I certify under penalty of perjury that the information on these application forms is true and correct, and that I will immediately report to the South Dakota Department of Education any changes that occur to the information submitted. I understand that this information is being given in connection with receipt of federal funds. The South Dakota Department of Education may verify information; and the deliberate misrepresentation of information will subject me to prosecution under applicable federal and state criminal statutes.


On behalf of the Sponsor, I hereby agree to comply with all state and federal laws and regulations governing the Child Nutrition Programs administered by the South Dakota Department of Education. In accordance with Federal law and U.S. Department of Agriculture policy, this Sponsor does not discriminate on the basis of race, color, national origin, sex, age or disability. I will ensure that all monthly claims for reimbursement are true and correct and that records are available to support these claims.

Save Cancel

VIEW | **MODIFY** | DELETE

SSO Application

- If your application saves with errors, click Edit to fix the errors



School Nutrition Programs

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SSO >

School Year: 2015 - 2016

**SSO Site Application
For School Year: 2015 - 2016**

The SSO Site Application has been saved with errors.

Information entered is either incomplete or is not in compliance with the Child and Adult Nutrition Services rules and regulations. All errors listed on the form must be corrected before the SSO Site Application can be processed. You may correct the errors now by clicking '< Edit' or you may return to the SSO Site Application later.

< Edit Finish

SSO Application

- Once any errors are corrected and the application is saved, click Finish



School Nutrition Programs

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SSO >

School Year: 2015 - 2016

**SSO Site Application
For School Year: 2015 - 2016**

The SSO Site Application has been saved.

< Edit Finish

SSO Application

- A green checkmark means your application is saved
- To add another site, click **Add Site Application**
- If you are finished adding sites, click **Back**


School Nutrition Programs

Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Packet Site List - SSO > School Year: 2015 - 2016

2015 - 2016 Seamless Summer Option Site List

Action	Site ID / Site Name	BRK	AM SNK	LUN	PM SNK	SPR	Version/ Status
		Totals	0	0	1	0	0
View Modify 	0004 ELEM SCH			X			Original / Not Submitted

Add Site Application

Total Sites Enrolled: 1

[< Back](#)

SSO Application – Checklist

- Next step is the Checklist Summary-very similar to NSLP applications
- Click Details to the left of Checklist Summary

The screenshot displays the 'School Nutrition Programs' web application interface. At the top, there is a navigation bar with links for Applications, Claims, Reports, Security, and Search. Below this, a breadcrumb trail shows 'Applications > Application Packet >'. The main heading is '2015 - 2016 Application Packet'. A table lists the application forms with columns for Action, Form Name, Latest Version, and Status. The 'Checklist Summary (11)' is highlighted in yellow, and the 'Details' link next to it is highlighted in green. Below this, there is a section for 'Site Applications' with a table showing counts for Approved, Pending, Return for Correction, Denied, Withdrawn/Closed, Error, and Total Applications for both the School Nutrition Program and Seamless Summer Option. At the bottom, there are buttons for '< Back' and 'Submit for Approval', and a link for 'Show Packet History'.

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
Details	➔ Checklist Summary (11)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/Closed	Error	Total Applications
School Nutrition Program	6	0	0	0	0	0	6
Seamless Summer Option	0	1	0	0	0	0	1


< Back Submit for Approval

[Show Packet History](#)

SSO Application – Checklist

- Click on the Site link under the Seamless Summer Option Sites heading

School Nutrition Programs



south dakota

DEPARTMENT OF EDUCATION

Learning. Leadership. Service.

Applications

Claims

Reports

Security

Search

Programs

Year

Help

Log Out

Applications > Application Packet > Checklist Summary >

School Year: 2015 - 2016

SNP Checklist Summary

Sponsor	Total Items	Submitted Items	Approved Items
<div></div> SCHOOL DISTRICT 45-4	7	7	7

School Nutrition Programs Sites	Total Items	Submitted Items	Approved Items
<div></div> 7-8 SCHOOL	0	0	0
<div></div> ELEM SCHOOL	0	0	0
<div></div> HIGH SCHOOL	0	0	0
<div></div> ELEM SCH	0	0	0
<div></div> HIGH SCH	0	0	0
<div></div> COLONY	0	0	0

Seamless Summer Option Sites	Total Items	Submitted Items	Approved Items
<div></div> ELEM SCH	4	0	0

< Back

SSO Application – Checklist

- The checklist items will appear depending on how certain questions were answered in the application screen

- See **orange** box
- Click on document name to open
- Complete and save on computer

School Nutrition Programs





Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Checklist Summary >

School Year: 2015 - 2016

VIEW | MODIFY

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Copy of Civil Rights Document (Open Sites)	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/01/2016	bhenrichsen
Disaster Response Feeding Plan	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/01/2016	bhenrichsen
Addendum Open Site - NSLP (9-12)	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/01/2016	bhenrichsen
Public Release (Open Sites)	 <input type="checkbox"/>	<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/01/2016	bhenrichsen

Action	Checklist Item	Comment	Attachment Date/Time
There are no attachments			

SSO Application – Checklist

- Once each form is complete and saved, click the paper clip next to the document you want to attach
 - See **blue** box

School Nutrition Programs





Applications | Claims | Reports | Security | Search

Programs | Year | Help | Log Out

Applications > Application Packet > Checklist Summary >

School Year: 2015 - 2016

VIEW | MODIFY

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Copy of Civil Rights Document (Open Sites)		<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/01/2016	bhenrichsen
Disaster Response Feeding Plan		<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/01/2016	bhenrichsen
Addendum Open Site - NSLP (9-12)		<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/01/2016	bhenrichsen
Public Release (Open Sites)		<input type="text"/>	<input type="checkbox"/>	Pending Approval	03/01/2016	bhenrichsen

Action	Checklist Item	Comment	Attachment Date/Time
There are no attachments			

Save Cancel

SSO Application – Checklist

- Each item appears at the bottom of the screen
- See blue boxes

School Nutrition Programs

Applications | Claims | Reports | Security | Search




Programs | Year | Help | Log Out

Applications > Application Packet >

School Year: 2015 - 2016

VIEW | MODIFY

SNP Checklist

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Copy of Civil Rights Document (Open Sites)		<input type="checkbox"/>	<input type="checkbox"/>	Pending Approval	03/01/2016	bhenrichsen
Disaster Response Feeding Plan		<input type="checkbox"/>	<input type="checkbox"/>	Pending Approval	03/01/2016	bhenrichsen
Addendum Open Site - NSLP (9-12)		<input type="checkbox"/>	<input type="checkbox"/>	Pending Approval	03/01/2016	bhenrichsen
Public Release (Open Sites)		<input type="checkbox"/>	<input type="checkbox"/>	Pending Approval	03/01/2016	bhenrichsen

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Copy of Civil Rights Document (Open Sites)		3/1/2016 10:24:49 AM
View Modify	Public Release (Open Sites)		3/1/2016 10:25:17 AM
View Modify	Disaster Response Feeding Plan		3/1/2016 10:24:59 AM
View Modify	Addendum Open Site - NSLP (9-12)		3/1/2016 10:25:08 AM

Save

Cancel

SSO Application – Checklist

- Next, click the box under the heading Document Submitted to CANS
 - See **green** box
- Click Save, then Finish, Back on the next screens

School Nutrition Programs

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)





[Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Applications > [Application Packet](#) >

School Year: 2015 - 2016

VIEW | MODIFY

SNP Checklist

Required Forms/Documents to send to CANS	Document Submitted to CANS	Date Submitted to CANS	Document on File w/CANS	Status	Status Date	Last Updated By
Copy of Civil Rights Document (Open Sites)		<input checked="" type="checkbox"/>	<input type="text" value="03/01/2016"/>	<input type="checkbox"/>	Pending Approval	03/01/2016 bhenrichsen
Disaster Response Feeding Plan		<input checked="" type="checkbox"/>	<input type="text" value="03/01/2016"/>	<input type="checkbox"/>	Pending Approval	03/01/2016 bhenrichsen
Addendum Open Site - NSLP (9-12)		<input checked="" type="checkbox"/>	<input type="text" value="03/01/2016"/>	<input type="checkbox"/>	Pending Approval	03/01/2016 bhenrichsen
Public Release (Open Sites)		<input checked="" type="checkbox"/>	<input type="text" value="03/01/2016"/>	<input type="checkbox"/>	Pending Approval	03/01/2016 bhenrichsen

Action	Checklist Item	Comment	Attachment Date/Time
View Modify	Copy of Civil Rights Document (Open Sites)		3/1/2016 10:24:49 AM
View Modify	Public Release (Open Sites)		3/1/2016 10:25:17 AM
View Modify	Disaster Response Feeding Plan		3/1/2016 10:24:59 AM
View Modify	Addendum Open Site - NSLP (9-12)		3/1/2016 10:25:08 AM

Save


Cancel

SSO Application – Approval

- Click Submit for Approval, then OK

School Nutrition Programs

[Applications](#) | [Claims](#) | [Reports](#) | [Security](#) | [Search](#)

 [Programs](#) | [Year](#) | [Help](#) | [Log Out](#)

Applications > Application Packet > School Year: 2015 - 2016

2015 - 2016 Application Packet

Action	Form Name	Latest Version	Status
View Revise	✓ Sponsor Application	Original	Approved
Details	✓ Checklist Summary (11)		
View	Application Packet Notes for Sponsor		
Details	Attachment List		

Site Applications	Approved	Pending	Return for Correction	Denied	Withdrawn/ Closed	Error	Total Applications
School Nutrition Program	6	0	0	0	0	0	6
Seamless Summer Option	0	1	0	0	0	0	1

[< Back](#) [Submit for Approval](#)

[Show Packet History](#)

SSO Application – Approval

- Application will be received by CANS
- CANS staff will review, clarify questions if needed, and approve
- Authorized Representative will receive Approval email



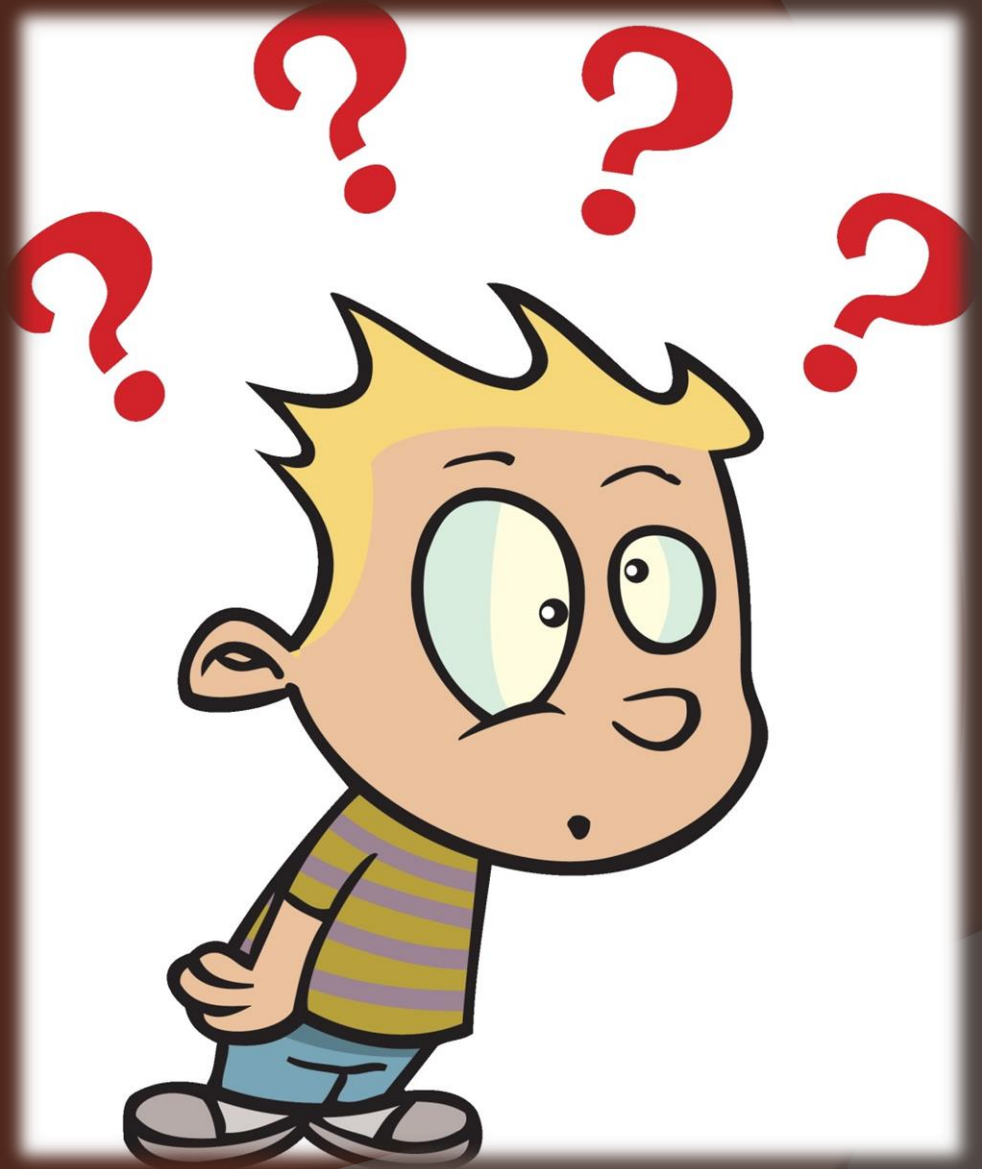
Claiming

- Claiming is done exactly as with NSLP/SBP
- Click on the Claims bread crumb
- Click on Claim – SSO
- Claim by month
 - By the 10th of the following month

The screenshot shows the 'School Nutrition Programs' web application. The header includes the title 'School Nutrition Programs' and the South Dakota Department of Education logo with the tagline 'Learning. Leadership. Service.' Below the header is a navigation bar with links: Applications, Claims (highlighted with a red box), Reports, Security, Search, Programs, Year, Help, and Log Out. Below the navigation bar, the 'Claims >' breadcrumb is visible, and the 'School Year: 2015 - 2016' is displayed on the right. A table with two columns, 'Item' and 'Description', lists the following options:

Item	Description
Claim - SNP	School Nutrition Program Claims
Claim - SSO	Seamless Summer Option Claims
Claim Rates	View current claim rates
Payment Summary	Summary of payments made to this Sponsor

QUESTIONS?



Thank you!

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